

GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.



Job Title: Seat Assembly

Last Update: 09/10/2020

Reports to: Production Manager

Supervises: N/A

Department/Location: Production-Assembly/Renville, MN

Work Schedule: M-Th 7:00am – 4:30pm, F 7:00am – 12:00pm

Eligible for remote work: N/A

Safety sensitive position subject to random drug and alcohol testing.

Basic Function: To assemble K & M products in a manner that is timely, qualitative, efficient and safe.

Essential Functions:

- Assembles K & M products in a timely manner.
- Ensures high quality of each product assembled.
- Operates various hand tools and equipment as necessary for production.
- Works in different areas of the department as production schedule dictates.
- Maintains a positive attitude and work in manner that promotes a safe working environment.
- Accurately records material and job order transactions as directed.
- Contributes to team effort by accomplishing related results as needed.
- Keeps supervisor informed of important developments, potential problems and related information necessary for effective management.
- Performs all other duties as apparent or assigned.
- Attends training as directed by GNE.

Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion and passion to believe in the quality you provide.
- Knowledge of and willingness to follow company policies.
- Honesty, dependability and unconditional ethics. Treats people with respect; works with integrity and ethically; upholds organizational values.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback, Willingness to assist others.
- Conduct themselves in a professional manner.
- Take initiative to locate missing information or find possible solutions to an issue.
- Ability to communicate effectively, both orally and in writing, with a wide variety of internal and external customers/vendors.
- Adapts to changes in work environment; approaches change with a constructive, positive attitude.

- Ability to effectively manage timetables, time requirements and deadlines.

Qualifications and Experience:

Required

- High School education or equivalent.
- 0-1 years of experience in related position or field.
- Ability to work a schedule based on the understanding of responsibilities and priorities.
- Ability to understand and follow verbal and written directions and communicate to personnel.
- Ability to maintain a positive attitude and work in a manner that promotes a safe working environment.
- Ability to contribute to the team effort by accomplishing related results as needed.
- Ability to obtain equipment license or power equipment certification as required.
- Ability to effectively read, write, and speak English.

Budgetary Responsibilities: None

Machines/Equipment: In the course of performing this job typical assembly equipment such as bench, pneumatic and hand tools, etc. will be used.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand and walk throughout the facility during required length of the shift.
- Frequently required bend, stoop, push and pull objects.
- Ability to lift up to 50 lbs. on a regular basis and up to 70 lbs. occasionally.
- Regularly required to stand, walk, and reach with hands and arms.
- Specific vision abilities include depth perception and the ability to adjust focus.
- Ability to talk and hear.

Work Environment:

Office: Office setting is climate controlled and the noise level is usually quiet to moderate.

Warehouse: Warehouse setting is partially climate controlled and the noise level is usually moderate. Employees may be regularly exposed to forklifts and other material moving equipment.

Production/Shop Floor: Shop floor is not climate controlled and the noise level is usually moderate and above. Employees may be regularly exposed to welding, press, saws, grinding and cutting equipment. Personal protective equipment is recommended in some areas.

Personal Protective Equipment Required:

- Protective footwear (steel or composite toe boots/shoes)
- Protective eyewear (safety glasses)
- Protective hearing devices in designated areas

Summary: This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, personal protective equipment required or working conditions associated with the position.